

DD / S R E G I S T R A R

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MEMORANDUM FOR:

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Office of Medical Services
Office of Communications
Office of Security
Office of Training
Office of Finance
Office of Logistics
Office of Personnel

SUBJECT : Conference to Discuss Action Required Relative to
Results of Recent Problem Solving Seminars

1. At the direction of the Deputy Director for Support, three Problem Solving Seminars were recently convened to review and make recommendations in three specific problem areas. On 3 December, the Deputy Director for Support met with Office Directors and agreements relative to action to be taken were reached.

2. This memorandum requests your attendance at a conference to be held on 18 December at 0930 hours in Room 7D34. The conference will concern specifically the problems reviewed by Seminars 2 and 3, i. e., inter-office rotation and development of personnel and review of the Midcareer Program.

3. Attached to this memorandum are the reports of the two Seminars and the comments on these reports from each of the Office Heads. Please study this material carefully and consider it in relation to your Career Service. The Deputy Director for Support has requested each Office Head to identify positions suitable for rotational assignments and employees qualified for development through these rotational assignments. Ideally, it is hoped that you will bring this data to the conference.

4. Relative to Seminar 3 (the Midcareer Program), it has been suggested that you as individual office Career Management Officers are closely involved in day-to-day midcareer planning and are, therefore, in position to provide substantive comments and suggestions as to whether and/or how the Program should be restructured.

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5. Hopefully, this conference will achieve the following goals:

- a. The collection of lists of rotational positions and people.
- b. A full understanding of the purpose and direction toward which inter-office rotation and re-examination of the Midcareer Program are targeted.
- c. Evaluate the report of Seminar 3 and offer recommendations about how problems relating to career development, training, and general personnel management of midcareerists can be handled preliminary to further consideration by the Deputy Director for Support and a determination as to whether to ask the Director of Training to do anything further about re-evaluating the Midcareer Program.



25X

Career Management Officer
Deputy Director for Support

Atts

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